

**CDBG Policy Committee Retreat
Tuesday, June 3, 2003**

MINUTES

Present: Chesley Christensen, Chairperson
Jim Abegglen (Stand-in for Mike McKee), Commissioner; Uintah Basin
Constance Robinson, Mayor; Paragonah
Dave Connors, Mayor; Farmington
Lewis Marchant, Mayor; Kamas
Doug Thompson, Mayor; Logan

Guests: Mayor Bruce Vander Werff, Springdale; Elaine Murphy, GrantsPro Consulting Services; Ted Hunting, GrantsPro Consulting Services

AOG Staff: Kelari Kellar, Uintah Basin; Crystal Adams, Uintah Basin; Heidi DeMarco, Mountainland; Debbie Hatt, Southeastern Utah; Emery Polelonema, Six County; Diane Lamoreaux, Five County; Jeff Gilbert, Bear River; Lane Nielson, Wasatch Front Regional Council;

DCED Staff: Richard Walker, Cheryl Elliott, Keith Heaton, Glenna Matekel, and Julie Iosefa

ACTION ITEMS:

- **Mayor Christensen asked Julie Iosefa to research information on the 21st. Century Participation/Quality Growth and provide clarification to the board members.**

WELCOME/INTRODUCTIONS: Chairman Christensen welcomed everyone to the policy retreat, held at the Zion Park Inn in Springdale. The meeting started at approximately 9:00 a.m. Mayor Vander Werff welcomed the board to Springdale. He thanked them for funding the affordable housing project in Springdale.

ACCEPT MINUTES, February 26, 2003: Minutes were accepted as written.

Motion: Commissioner McNeely moved to approve the minutes as written and Mayor Connors seconded the motion; motion carried.

RATING and RANKING, CDBG Staff: State staff reiterated the importance of observing federal regulations when setting the criteria for rating and ranking in each region. The board approves the rating and ranking basic criteria. The following are the seven required state criteria:

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|--------------------------|------------------------|
| • Capacity of the Agency | • Poverty |
| • Job Creation | • Financial Commitment |
| • Housing | • Project Maturity |
| • Compliance with HB295 | |

Richard Walker pointed out that one of the items of the state required criteria was 21st Century Participation/Quality Growth. Some said that this was excluded. Mayor Christensen asked Julie Iosefa to research the minutes from the previous meetings to get clarification on this matter.

Representatives from the seven regions were given the opportunity to speak briefly on the rating and ranking processes that are implemented in their areas. Each region customizes the criteria according to the needs of their general area. Although there are some distinctive differences in each region's process, all have a fixed criterion based on the state's basic requirements which determines project priority. The state felt that through the rating and ranking process, the local units of governments are given the flexibility to decide which projects take precedence in their communities.

TIMELY DRAWN DOWN UPDATE, CDBG Staff: To aid timely drawdown of CDBG money the current board's policy on timeliness is that grantees must spend at least 50 percent of their current grant money by December 1 of each year before they could be considered for funding in the next program year. There was some discussion on why some of the agencies were not spending as quickly as possible. Keith pointed out that one of the reasons the state is ranked at the top nationwide in timeliness is because of the 50-percent-spending policy. Mayor Christensen said that timeliness is very critical because the federal government may decrease CDBG funding to the state if they see that there is unspent money. The state staff asked to extend this policy for another year.

Motion: Commissioner McNeely made a motion to leave the 50-percent-spending policy in place for another year. Mayor Marchant seconded the motion. After some discussion to the motion, Mayor Connors offered a substitute motion to establish the date for timely drawdown to a date prior to the rating and ranking with exception to housing rehabilitation projects. Mayor Robinson seconded the motion. Mayor Thompson then asked for modification of the substitute motion to allow the different regions to establish their own dates prior to the rating and ranking. The state staff said that each of the seven regions would have to determine this date before the "How To Apply" workshops in September. It would also be their responsibility to advise their respective applicants of the drawdown policy and the dates; the same would be accorded to the state office regarding the latter. Mayor Robinson seconded the modification to the substitute motion; motion carried.

Policy regarding the 50-percent-spending ~ With the exception of housing rehabilitation projects, the AOG offices would ensure timely drawdown of funds (at least 50 percent) by a date prior to the rating and ranking as chosen by the RRC. The AOG (Association of Governments) staff would determine this date before the "How To Apply" workshop in September and would advise the state staff. The AOG staff is also responsible for advising their applicants on the 50-percent-spending policy and the dates.

SIMPLIFIED BUREAUCRACY, Cheryl Elliott: Cheryl revised the closeout packet and came up with a two-page packet. She explained that she solicited the department's legal counsel's advise in doing this. The board was asked to approve this new closeout packet.

Motion: Mayor Marchant made a motion to accept the revised two-page closeout packet. Commissioner McNeely seconded the motion; motion carried.

Cheryl also asked for input from the AOG staff regarding the application. She is working to simplify this process as well.

CONSOLIDATED PLAN PRIORITIES, Richard Walker: Richard distributed a draft of the State of Utah Consolidated Plan Format 2005. He quickly briefed the meeting attendees on each of the categories of the plan and invited the AOG staff to the Western States Conference in Salt Lake City on July 22 at 1:00 p.m. He invited additional comments or any suggestions to improve the plan in the next few weeks.

LEAD-BASED PAINT, Cheryl Elliott: A quick overview of lead-based paint was offered for new board members. There is set-a-side funding for lead-based paint contracts and currently Bear River and Mountainland's Association of Governments are the only regions with contracts. Six County Association of Governments should also have their contract in place shortly.

CD (Community Development) WEEK REPORT, Glenna Matekel: Glenna reported on the activities the state office conducted during the last week of April to highlight the southeastern Utah region's CDBG projects. This was done to coincide with the national community development week declared by President Bush. Overall, the state staff felt it was a very positive experience for both the state and the small towns but wished there was more participation from local media. Glenna asked for any ideas that may encourage media participation in the future.

ALLOCATION AMOUNT FOR 2003-2004, Board Members: Keith distributed the new allocation amount information and requested the board to increase the base allocation amount to \$300,000.00. This increase would allow for more CDBG funds in the smaller regions to balance the population formula and encourage quality development projects.

Motion: Mayor Robinson made a motion to approve the increase of the base allocation to \$300,000.00. Mayor Connors seconded the motion; motion carried.

TECHNICAL ASSISTANCE, PLANNING & ADMINISTRATION DEFINITIONS and CAP: There was a discussion to determine the definitions and parameters for technical assistance and planning. The AOG's will more carefully define how funds are budgeted in each category in their future contracts.

NEXT MEETING/ADJOURN: The next meeting date will be on August 26, 2003 at the Department of Community and Economic Development, Conference Room 501 from 1:00 p.m. to 4:00 p.m. The meeting adjourned at approximately 3:30 p.m.